

PLANNING DIRECTOR/ASSISTANT CITY MANAGER - 1540

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs complex professional and difficult administrative work directing and coordinating all planning and economic development functions, programs and activities; does related work as required. Work is performed under general supervision. Supervision is exercised over all personnel in the absence of the City Manager.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, directing, coordinating and supervising planning and economic development programs, services, staff and functions; coordinating work with City Manager and department directors; directing staff and technical resource support to the Planning Commission and other boards and commissions as assigned.

Plans, organizes, and directs all planning and economic development activities;

Coordinates public hearings for zoning and other code matters;

Oversees the preparation of notices, mailings, research and report preparation;

Prepares and presents a variety of technical reports to boards, commissions, and committees; responds to questions; provides technical advice and assistance;

Chairs the Subdivision Review Board;

Meets with land developers and property owners to discuss plans for construction, land subdivision and development, easements and city policies and procedures;

Supervises, directs, and participates in economic development activities;

Meets with business and industry representatives concerning business and industrial sites; negotiates with business and industry leaders regarding city requirements and incentives;

Prepares department budget and monitors expenditures;

Conducts a variety of complex special projects such as space needs study, boundary adjustment negotiations, GIS coordination and ADA coordination;

Acts as City Manager when required;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the principles and practices of urban planning; comprehensive knowledge of economics, municipal finance, and sociology as they apply to planning; general knowledge of the principles and practices of civil and environmental engineering as they relate to municipal planning; ability to interpret and analyze technical and statistical information and to prepare and present technical oral and written reports; ability to establish and maintain effective working relationships with associates, government officials, other agencies and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in planning and extensive experience in professional planning. Master's degree preferred.

SPECIAL REQUIREMENTS:

AICP membership preferred.